

Supplementary Examination Announcement

LIBRARY ASSOCIATE - 23430

Monthly Salary Range: \$2649 - \$3686

No Option – Regular Test

SS Option – Spanish Speaking

General Duties: A Library Associate performs a variety of functions, both difficult and routine in nature, necessary to the daily operation of a departmental, institutional or State Library. As a departmental or institutional librarian, duties involve directing a library where there is limited reference work, or assisting in providing specialized services in an educational, medical or historical research library; may supervise small staff engaged in routine library and clerical work. In the State Library, perform duties relative to the cataloging, shelving, distribution and selection of books, magazines, newspapers and other publications; assists professional librarians on the more difficult functions.

The requirements for a minimal passing grade are as follows:

Training and Experience: Completion of four years of college, preferably with courses in library sciences; or equivalent combinations of training and experience. Requires working knowledge of: (a) standard library methods and procedures, (b) accessioning, cataloging and reference techniques. Requires ability to: (a) organize and maintain the regular reading/ reference services of an institutional library system; (b) provide general reference service to professional staff; (c) prepare and maintain circulation/catalog files and prepare ordinary operating reports on library activities; (d) select and recommend publications of interest to patrons of the assigned library system.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Alexander, Brown, Christian, Clinton, DuPage, Henry, Jackson, Jersey, Kane, Kankakee, Knox, LaSalle, Lee, Livingston, Logan, Macon, Montgomery, Morgan, Randolph, Rock Island, St. Clair, Saline, Sangamon, Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed application (CMS-100), to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER